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Sommario/riassunto	Written specifically for busy executives, managers, and other professionals, <I>Effective Executive's Guide to Windows 2000</I> provides a fast-paced, filtered executive summary of the seven core skills you need to know to use Microsoft Windows 2000 Professional at work, on the road, or even at home. In addition the reference includes two appendixes that review Windows 2000 Professional Accessories (including Address Book, NetMeeting, Notepad, WordPad, Fax Service, and Calculator), and explains how to use Windows 2000 Professional on a portable computer.